



FOR OFFICE USE ONLY

APPLICATION NO. \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

## BANNER PERMIT APPLICATION

(Please use alternate application for Grand Opening Sign Permits or Banners proposed in WPC)

### MINIMUM SUBMITTAL REQUIREMENTS

- \_\_\_\_\_ Banner Permit application completed in full.
- \_\_\_\_\_ \$200 permit fee (non-profits are exempt, proof of 501(c)3 status required, but are required to register as Contractor and pay appropriate fee).
- \_\_\_\_\_ One (1) copy of the site plan and banner graphic including:
  - \_\_\_\_\_ Location of proposed banner on site or structure.
  - \_\_\_\_\_ Distance from the ROW to the proposed banner.
  - \_\_\_\_\_ Banner height and width.

Proposed two-week display period: \_\_\_\_\_

Project Manager Approval: \_\_\_\_\_

Please indicate how you would like to receive your Banner Permit: ☐ Mail

☐ Pick up

NAME OF PROJECT \_\_\_\_\_

ADDRESS \_\_\_\_\_

LEGAL DESCRIPTION \_\_\_\_\_

APPLICANT/PROJECT MANAGER'S INFORMATION (Primary Contact for the Project):

Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTRACTOR ADDRESS: \_\_\_\_\_

### **SUPPORTING INFORMATION:**

Current Zoning \_\_\_\_\_

Present Use of Property \_\_\_\_\_

Distance of banner from ROW \_\_\_\_\_ Banner dimensions: \_\_\_\_\_

*The maximum allowed area of your banner cannot exceed 36 square feet.*

***The applicant has prepared this application and certifies that the facts stated herein and exhibits attached hereto are true and correct.***

\_\_\_\_\_  
Signature of Owner, Agent or Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Official Use Only

\_\_\_\_\_  
Zoning Official



## **BANNER PERMIT CHECKLIST**

- PLEASE NOTE:**
- 1) Only one (1) banner per premise.
  - 2) Banner shall be allowed for a maximum 14-day period per permit (excludes annual banner permits).

### **The following is needed in all districts for a banner application:**

- ☐ 1. \$200.00 Fee
- ☐ 2. Site Plan - Be sure to include to engineering scale:
  - a. Location of proposed banner on site.
  - b. Distance from the ROW to the proposed banner (minimum of 10 feet).
- ☐ 3. Banner Graphics - Be sure to include to engineering scale:
  - a. Square Footage of the Banner (cannot exceed 36 square feet).
  - b. Include pictures or graphics that show where the banner will be placed
    - 1) Shall be mounted parallel to the face of a building or permanent structure.
    - 2) Cannot exceed the top of the building or permanent structure.
    - 3) Shall not be located within public road ROW of the State of Texas or the City of College Station.
    - 4) Shall not obstruct any window, door, stairway, or other opening intended for ingress or for needed ventilation or light.

**NOTE:** All banners in the College Station Business Center must be approved by The College Station Business Center Advisory Board. Additional signage requirements may be found in the Business Center's Covenants and Restrictions.

**There is additional information required for banners in the Wolf Pen Creek (WPC) Design District, and Overlay Districts (O-V).**

Additional submittal requirements for banners in WPC, O-V and the City's Business Center

- ☐ 1. Color samples.

**\*\*Signs proposed in the Wolf Pen Creek District (WPC) must use the Wolf Pen Creek Building & Sign Review Application.\*\***